# BRUHAT BANGALORE MAHANAGARA PALIKE

Providing housekeeping and security services to Sri. Atal Bihari Vajpayee Govt. Model Higher primary school in ward no-53 (102) Vrushabhvathinagara

TENDER DOCUMENT

**Office of the Executive Engineer,**
**Mahalakshmipuram Division,**
**BBMP Office,**
**Bangalore.-560086.**

**TENDERS FOR THE WORK OF**

Providing housekeeping and security services to Sri. Atal Bihari Vajpayee Govt. Model Higher primary school in ward no-53 (102) Vrushabhvathinagara

TENDER REFERENCE : **EE/MLP/TEND/E-PROC/13/2024-25**

dated: 28/02/2025

LAST DATE AND TIME FOR RECEIPT OF TENDERS : **15/03/2025** up to 16:00 hours

TIME AND DATE OF OPENING OF TENDERS : **17/03/2025** at 11:30 hours

PLACE OF OPENING OF TENDERS : Through online E-procurement

ADDRESS FOR COMMUNICATION : Office of the Mahalakshmipuram Division,
12th Main, 11th Cross, West of chord road,
Bruhat Bangalore Mahanagara Palike.


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Division,

West of chord road,

Mahanagara Palike,

23197031)

Mahalakshmipuram

12 th Main, 11th Cross,

Bruhat Bangalore

(Office Phone No: 080-

Bangalore dated:

**28/02/2025**

**SHORT TERM TENDER NOTIFICATION**

**(Through GOK e–Procurement Portal http://eproc.karnataka.gov.inonly)**

**TWO COVER SYSTEM**

Tenders on item rate basis are invited by the undersigned for the work mentioned below from the registered contractors of Bruhat Bangalore Mahanagara Palike or equivalent registration with CPWD / KPWD / Railways / MES or any State Government Organizations.

The Tender Document can be downloaded from the GOK K-Procurement Website (http://kppp.karnataka.gov.in) on payment of prescribed fee noted against each item of work (non refundable) in the form of e-Payment through e-Procurement Platform. The Tenderer should accompany a copy of the Registration Certificate valid upto the year of 2025 and shall be submitted through e-Procurement Portal. **(Standard Tender Document – KW1, KW2 KW3 & KW4)**

| Sl. No | Ward No | Name of work | Estimate cost Rs in Lakhs | EMD (in Rupees) | Period of Completion | Remarks |
|---|---|---|---|---|---|---|
| 1 | 52 | Providing housekeeping and security service to BBMP Composite PU College Kamalanagara in ward no-52 | 60.00 | 120000/- | 11 Months | As per E-Procurement Portal |
| 2 | 53 | Providing housekeeping and security services to Sri. Atal Bihari Vajpayee Govt. Model Higher primary school in ward no-53 (102) Vrushabhvathinagara | 60.00 | 120000/- | 11 Months | As per E-Procurement Portal |
| 3 | 46 | Improvements of roads and drains in ward no.46 Rajeevnagara | 150.00 | 225000/- | 6 Months | As per E-Procurement Portal |
| | | | | | | |

| | | | | | | |
|---|---|---|---|---|---|---|
| 4 | 48 | Improvements of roads and drains in ward no.48 Mahalakshmipuram | 150.00 | 225000/- | 6 Months | As per E-Procurement Portal |
| 5 | 47 | Improvements to roads and drains Jaimaruthinagara, Srinivasanagara, Nandini Layout, 4th Block, Kanteeravanagara 1st and 2nd Block Parimalanagara in Dr.Puneethrajkumar ward no.47 | 500.00 | 750000/- | 9 Months | As per E-Procurement Portal |

Tender Processing fee and EMD should be made in e-procurement portal only using any of the following four modes of e-payment.

1. Credit Card
2. Direct Debit
3. National Electronic Fund Transfer (NEFT)
4. Remittance of the bank counter (OTC)

Note: **Eligibility & Class of Contractor**

**As per KTPP Act**

**Calendar of events:**

- Last date for Receipt of Queries **11-03-2025 up to 15:00 hours**
- Pre bid meeting **11-03-2025 at 15:30 hours**
- Last Date for uploading the Filled proposals is **15/03/2025 up to 16:00 hours**
- Date of Opening of Technical Proposals is **17/03/2025 after 11:30 hours through e-procurement.**

**ESSENTIAL CONDITIONS:**

1. The Tender Notification along with Blank Tender Form will be accessible in the website of GOK e- Procurement Platform (http://kppp.karnataka.gov.in) **.**
2. The interested contractors / suppliers may download the tender documents. The contractors may choose or otherwise attending the pre-bid meeting indicated in the Invitation for Tender.
3. Tender documents may be downloaded from Government of Karnataka e-Procurement website (http://kppp.karnataka.gov.in) under login for Contractors. Aspiring Bidders/Contractors who have not registered in e-procurement should register before participating through the website (http://kppp.karnataka.gov.in) or contact e-Procurement Helpdesk at 080 – 22485867 / 22485927/46010000
4. The contractors shall submit the digitally signed tenders electronically on or before the date and time of submission published in the e-procurement portal along with stipulated EMD notified in the tender document.
5. The contractor / supplier shall attach scanned DD or Bank Guarantee (for EMD) along with the bid on e-procurement portal and submit the original Bank Guarantee on before the last date and time notified in the Tender Document to the Tender Inviting authority.
6. The tenders will be evaluated only on confirmation of receipt of payment of EMD.

7. The Tender will remain valid for **180 Days** from the Date of Opening of Tender.
8. The Contractor is not eligible for submission of application for tender form if he has not put the tender after purchase of the tender document continuously for three times.
9. The Successful tenderer will have to execute an agreement with BBMP within **seven days** of receipt of intimation of Letter of Acceptance, failing which his tender will be summarily rejected without giving any further Notice.
10. The Contractor / Agency shall intimate the change, if any, in any of the addresses, in advance or maximum within one week of such change along with acknowledgement of noting down of such change in address from the bank, Income tax, GST authorities etc. Failure to do so liability lies on the Contractor / Agency what so ever.
11. The Work shall be commenced with all Men, Material Tools and Plants within 7 days from the Date of Work Order, failing to which it would be presumed that the Successful Tenderer is not interested in the Work and Action will be taken to get the Work executed through Alternate Agency at the risk and cost of the Former Tendered.
12. Defect Liability Period (DLP) and Maintenance Period will be as per Commissioner Order No: D/¦.Dgï/318/2020-21 ¢£ÁAPÀ: 03.02.2021
13. FSD will be refunded only after Defect Liability Period (DLP) as per Condition 12.
14. Tenders must be accompanied by Earnest Money Deposit specified for the work in the Table below. Earnest Money Deposit will have to be in any one of the forms as specified in the Tender document and shall have to be valid for **180 days** beyond the validity of the tender.
15. For Asphalting works, like Pothole filling, Chip Carpeting, B.M & B.C etc., those who have own/hire/lease of hot mix plant only need to apply. Such of those tenderer will have to furnish the list of machinery equipment along with the copy of the Registration Certificate at the time of scanning of tender documents.
16. Frequency of the Quality tests of all the materials and other tests have to be conducted by contractor as per Specifications for Road and Bridge Works (5th Revision) and IRC:SP:11-1984 Handbook of Quality Control for Construction of Roads and Runways, IRC:SP:112-2017 Manual for Quality Control in Road and Bridge Works, IRC:SP:47-1998 Guidelines on Quality Systems for Road Bridges (Plain, Reinforced, Prestressed), RC:SP:57-2000 Guidelines for Quality Systems for Road Construction and Composite Concrete and SP:7-2005 National Building Code of India & other relevant Indian standards in his laboratory or any other Laboratory assigned by the BBMP on his own cost in presence of Engineer/ consultants appointed by BBMP.
17. As per Govt. Order No: LD 300/LET/2006, Dated: 18.07.2007, 1% of the bill amount will be deducted and remitted to Karnataka State Building & Other Construction Employees Welfare Board.
18. The Tenderers are advised to note the minimum qualification criteria specified in clause 3 of the Instructions to Tenderers to qualify for award of the contract **(Standard Tender Document KW1, KW2, KW3 & KW4**) also Tenderers are advised to go through the Standard Bid Documents.
19. Any Corrigendum / Modification will be notified in the Notice Board of the Undersigned.
20. The BBMP reserves the right to accept/reject any or all tenders without assigning any reasons what so ever.
21. Successful Tenderer should deliver to the employer a security deposit equivalent 5% of the Contract price in form of DD / Bank Guarantee in favour of Commissioner BBMP otherwise action will be initiated as per Standard Bid document clauses.

22. An additional security for unbalanced bids (difference amount) in the form of DD/ Bank Guarantee to be submitted in favour of Commissioner BBMP to the undersigned before the signing of aggrement.
23. The Tender Accepting Authority shall have the power to accept or to reject any tender without assigning any reason thereof.
24. GST will be paid separately as the Tendered Amount excludes GST on all the items.
25. As per Government Circular No. CI 81 MMN 2014 Dt: 18.02.2014 & UÀ¨sÀÆE:r¹©/ PÀUÀUÀÄ/gÁ.¥À.PÉÆÃ/2013-14 ¢£ÁAPÀ: 13.03.2014 th e contractors are liable to pay royalty in terms of the contract if they are not able to produce the materials purchased document / MDP's from where they purchase.
26. Black Listed Contractors / in Govt. / Quasi Govt. / Boards / BBMP etc., are not eligible to quote, if found such Tenders will be rejected.
27. All the participants should produce all the original documents for verification whenever necessary.
28. The work shall be carried out as per the directions of the BBMP and if necessary in coordination with BESCOM, BWSSB, Other Utility Agencies and Engineer in charge of Work.
29. No Joint Venture / Consortium is permissible.
30. The Work shall be commenced with all Men and Machinery within 7 days from the Date of Work Order, failing which it would be presumed that the Successful Tenderer is not interested in the Work and Action will be taken to get the Work executed through Alternate Agency at the risk and cost of the Former Tenderers.
31. Conditional Tenders will not be entertained and they are summarily rejected.
32. Further particulars can be had from the office of the Executive Engineer, Mahalakshmipuram Division, and BBMP during the working days between 10.00 A.M. to 5.30 P.M.
33. The Construction Debris Generated from Work Shall be dumped in Designated Dumping Yards Only.
34. If the Contractor has any liability whatsoever to the BBMP / Govt the same will be deducted from the Contractors bills.
35. Bidder shall submit the bids electronically before the stipulated date and time for the submission published in e-procurement portal. No tenders can be submitted after the due date and time as the portal will not accept late tenders.
36. The contractor / supplier can modify and correct or upload any other relevant document in the portal before last date and time of submission on e-portal. No modifications or withdrawal of tender is possible the closing time of the submission of the tender.
37. In the event of the specified date of tender opening being declared a holiday for the tender inviting authority, the tenders will be opened the next immediate working day.
38. As per Commissioner inter Office Note No: D/¦Dgï/1629/18-19 Dated:18-08-2018. The Contractors to Implement/Entrusted the works in 3 shifts round the clock.
39. The Bidder /Contractors should shall not quote below the minimum labour rates prevailing @ the time of Tender Notification. If so they shall be provide the Rate Analyses for the same. (To be uploaded in e-procurement plat form).
40. The Works reserved for SC/ST category relaxation of Tender clauses will be applicable as per Government order No: FD 876 Exp-12/2017, Dated: 10-10-2017.

**Sd/-**

**Executive Engineer,**
**Mahalakshmipuram Division,**
**Bruhat Bengaluru Mahanagara Palike**

**Copy to:**

1. Copy submitted to the Commissioner for kind information.
2. Copy submitted to the Special Commissioner (Projects) for kind information.
3. Copy submitted to the Addl. Commissioner (Finance) & Tender bulletin officer, BBMP for requesting to publish the tender notification in tender bulletin.
4. Copy submitted to the Joint Commissioner (West) for kind information.
5. Copy submitted to the Engineer-In-Chief for kind information.
6. Copy submitted to the Chief Engineer (West) for kind information.
7. Copy submitted to the Supt. Engineer (West) for kind information.
8. Copy submitted The Deputy Commissioner (Bengaluru Urban) & The District Tender Bulletin Officer, K.G.Road, Bangalore – 560 001 for kind information & requested to arrange for publication and to send a copy of the same to this Office for further action.
9. Copy submitted to Chief Auditor / Chief Account officer for kind information.
10. Copy submitted to A.C.F (West) for information.
11. Copy to Public Relationship Officer, BBMP with request to make arrangements for publication of notification in two leading daily Kannada and English Bangalore based Newspapers as the case may be within next two days & requested to communicate the same to this Office as early as possible.
12. Copy to All Executive Engineer's, BBMP for information.
13. Copy to Executive Engineer No.1 & 2 Building Division, Bangalore Division for information.
14. Copy to Acct.Suptd. / Cashier of Division office for Necessary Action.
15. Copy to IT Advisor with Soft copy for needful action to place in the BBMP website.
16. Copy to Store Keeper/ Records Section, Mayo Hall, Bangalore for information and need full action.
17. Copy to Assistant Executive Engineer (Nagapura Sub Division / Shankarmutt Sub Division) for Information & Necessary Action.
18. Notice Board / Office Copy.

**Executive Engineer,**
**Mahalakshmipuram Division,**
**Bruhat Bengaluru Mahanagara Palike**

## SECTION 2: INSTRUCTIONS TO TENDERERS (ITT)

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## A. General

### 1. Scope of Tender

1.1 The **Executive Engineer (Mahalakshmipuram Division)** (Referred to as Employer in these documents) invites tenders from eligible tenderers, for the construction of works (as defined in these documents and referred to as "the works") detailed in the Table given in the Invitation for Tenders (IFT). The tenderers may submit tenders for any or all of the works detailed in the table given in IFT.

### 2. Eligible Tenderers

2.1 Tenderers shall not be under a declaration of ineligibility for corrupt and fraudulent practices issued by the Government of Karnataka/BBMP, Further: The agency shall have valid registration with the following authority & proof of such registration shall be enclosed along with bid:- E.S.I Registration Certificate, E P.F Registration Certificate, Labour Department registration, GST registration certificate.

| | |
|---|---|
| 1. | Name and postal Address of the Bidder along with Contact Details. |
| 2. | The bidder should submit the certificate of business in any city of India. |
| 3. | The current registrations in the Labour, PF. ESI, GST organization, professional Tax & with any other authority as required under existing laws. |
| 4. | Pan Card Copy. |
| 5. | Income Tax return filed by the Service Provider for the last three financial years in the Income Tax Department and the clearances received if any. |
| 6. | Reports on the financial standing of the tenderer, such as Balance Sheet, profit and loss statements and auditor's reports for the last three years |
| 7. | Registration Certificate of Establishment Contract Labour Licence(From VI) issued from Labour Department for having more than 250 workers to be uploaded. |
| 8. | ESI, EPF, GST & Professional Tax Paid Challans for the last financial years. i.e. 2020-21 to till date |
| 9. | Self-declared certification regarding not having been blacklisted in Notarised stamp duty of Rs200/- |
| 10. | Work performed as Prime Contractor on works of similar nature of service with Minimum 100 nos manpower during the last Three years i.e. 2021-22 to 2023-24 |
| 11. | Should have operated current account for last 3 years with or without OD |
| 12. | The contractors during the last three years (Any one of the last 3 years) should have conducted financial activity for an amount of Rs120.00Lakhs. |
| 13. | TERMS OF REFERENCE acceptance and signature on all the pages of TERMS OF REFERENCE |
| 14. | Original/notarized documents to be submitted for verification, verification date will be intimated. |
| 15. | Notarized copy of ESI, PF, GST, Labour Registration should be uploaded in tender documents |
| 16. | Liquid assets and /or availability of credit facilities of no less than Rs.20.00 Lakhs (Credit lines/ letter of credit/ certificates from banks for meeting the fund requirement etc. (usually the |

| | |
|---|---|
| | equivalent of the estimated cash flow for three months in the peak construction period) |

2.2 **Tenders from Joint ventures are not acceptable.**
2.3 The Technically Qualified Agencies will be considering for financial bid.

**3. Qualification of the Tenderer:**

Even though the tenderers meet the above criteria, they are subject to be disqualified if they have:

- made misleading or false representations in the forms, statements and attachments submitted in proof of the qualification requirements; and/or
- record of poor performance such as abandoning the works, not properly completing the contract, inordinate delays in completion, litigation history, or financial failures etc.; and/or
- participated in the previous Tender for the same work and had quoted unreasonably high tender prices and could not furnish rational justification.

## B. Tender documents

**4. Content of Tender documents**

4.1 The set of tender documents shall have all the Sections given in Page 2:
4.2 Both the sets should be completed and returned with the tender.

**5. Amendment of Tender documents**

5.1 Before the deadline for submission of tenders, the Employer may modify the tender documents by issuing addenda.
5.2 Any addendum thus issued shall be part of the tender documents and shall be communicated in writing or by cable to all the purchasers of the tender documents.
5.3 To give prospective tenderers reasonable time in which to take an addendum into account in preparing their tenders, the Employer shall extend as necessary the deadline for submission of tenders, in accordance with Sub-Clause 12.2 below.

**C. Preparation of Tenders**

**6. Documents comprising the Tender**

6.1 The tender submitted by the Tenderer shall comprise the following:
(a) The Tender (in the format indicated in Section 3).
(b) Earnest Money Deposit;
(c) Priced Bill of Quantities;
(d) Qualification Information Form and Documents;
and any other materials required to be completed and submitted by tenderers in accordance with these instructions. **The documents listed under Sections 3, 5 and 8 shall be filled in without exception.**

**7. Tender prices**

7.1 The contract shall be for the whole works as described in Sub-Clause 1.1, based on the priced Bill of Quantities submitted by the Tenderer.
7.2 The Tenderer shall fill in rates and prices and line item total (both in figures and words) for all items of the Works described in the Bill of Quantities along with total tender price (both in figures and words). *Items for which no rate or price is entered by the Tenderer will not be paid for by the Employer when executed and shall be deemed covered by the other rates and prices in the Bill of Quantities.* Corrections, if any, shall be made by crossing out, initialing, dating and rewriting.
7.3 All duties, taxes, and other levies payable by the contractor under the contract, or for any other cause, shall be included in the rates, prices and total Tender Price submitted by the Tenderer.

7.4 The rates and prices quoted by the Tenderer shall be fixed for the duration of the Contract and shall not be subject to adjustment on any account.

**8. Tender validity**

8.1 **Tenders shall remain valid for a period of 180 days** after the deadline date for tender submission specified in Clause 12. A tender valid for a shorter period shall be rejected by the Employer as non-responsive.

8.2 In exceptional circumstances, prior to expiry of the original time limit, the Employer may request that the tenderers may extend the period of validity for a specified additional period. The request and the tenderers' responses shall be made in writing or by cable. A tenderer may refuse the request without forfeiting his earnest money deposit. A tenderer agreeing to the request will not be required or permitted to modify his tender, but will be required to extend the validity of his earnest money deposit for a period of the extension, and in compliance with Clause 9 in all respects.

**9. Earnest money deposit**

9.1 The Tenderer shall furnish, as part of his tender, **Earnest Money Deposit (EMD) Rs.109300.00** in the amount as mentioned in IFT for this particular Work This Earnest Money Deposit shall be paid in the e –Procurement Portal only using any of the following Modes.

- Direct Debit.
- National Electronic Fund Transfer (NEFT).
- Over the Counter (OTC).

**NEFT Payment Procedure**

If a Tenderer chooses to make Payment of EMD / Tender Processing Fee using Reserve Bank of India's (RBI) National Electronic Fund Transfer (NEFT) System, the Tenderer will need to log into e – Procurement System, access the Tender for which Bid is being created and then select the NEFT Option under the Payment Section and print the Challan shown in that Section. The Printed Challan will have the Unique Bid Reference Number, Account Details of Government of Karnataka and the Amount to be remitted. The Tenderer shall submit the Printed Challan to its Bank Branch (NEFT enabled) and request for an Account – to – Account Transfer, wherein the money will get transferred from the Tenderer’s Bank Account to GOK’s Bank Account. The Tenderer shall ensure that NEFT Transfer Instructions are executed and the Funds are wired to the Government of Karnataka's Principal Account before the Last Date for Bid Submission and preferably 24 hours before the Last Date for Bid Submission. If the Tenderer’s Bank transfers / wires the money after the Last Date for Bid Submission, the Tenderer’s Bid will be liable for rejection. Upon executing the Transfer, the Tenderer's Bank will provide a Reference Number generated by NEFT Software as Confirmation of Transfer, which has to be input by the Tenderer in the Payment Section of its Bid as Payment Confirmation before the Bid is submitted i.e. as a pre requisite for Bid Submission. The Account Number from which the Funds were transferred shall be input in the e – Procurement System as part of its Bid also.

**OTC Payment Procedure**

If a Tenderer chooses to make Payment of EMD / Tender Processing Fees Over The Counter (OTC) in any of the designated Axis Bank Branches listed in the e–Procurement

Website (www.eproc.karnataka.gov.in), the Tenderer will need to log into e–Procurement System, access the Tender for which Bid is being created and then select the OTC Option under the Payment Section and print the Challan shown in that Section. The Printed Challan will have the Unique Bid Reference Number and the Amount to be remitted along with the Challan. The Tenderer can choose to make the Payment either in the form of Cash or in the form of Demand Draft. Cheque Payments will not be accepted. The Tenderer is requested to specifically inform the Bank Officer to input the Unique Bid Reference Number printed in the Challan in the Banking Software. Upon successful Receipt of the Payment, the Bank will provide a 16 Digit Reference Number acknowledging the Receipt of Payment. This 16 Digit Reference Number has to be input by the Tenderer in the Payment Section of its Bid as Payment Confirmation before the Bid is submitted i.e. as a pre requisite for Bid Submission.

9.2 Instruments having fixed validity issued as earnest money deposit for the tender shall be valid for 45 days **beyond** the validity of the tender.

9.3 Any tender not accompanied by an acceptable earnest money deposit and not secured as indicated in Sub-Clauses 9.1 and 9.2 above shall be rejected by the Employer as non-responsive.

9.4 **The earnest money deposit of unsuccessful tenderers will be returned within 30 days of the end of the tender validity period specified in Sub-Clause 8.1.**

9.5 The earnest money deposit of the successful Tenderer will be discharged when the Tenderer has signed the Agreement and furnished the required Performance Security.

9.6 **The Earnest Money Deposit may be forfeited:**

(a) if the Tenderer withdraws the Tender after tender opening during the period of tender validity;

(b) if the Tenderer does not accept the correction of the Tender Price, pursuant to Clause 19; or

(c) in the case of a successful Tenderer, if the Tenderer fails within the specified time limit to

(i) Sign the Agreement; or

(ii) Furnish the required Security deposit

**10. Format and signing of Tender**

10.1 The Tenderer shall prepare one original and a copy of the documents comprising the Tender as described in Clause 6 of these *Instructions to Tenderers*, bound with the volume containing the Form of Tender, and clearly marked "**ORIGINAL**" and "**COPY"** as appropriate. In the event of discrepancy between them, the original shall prevail.

10.2 The original and a copy of the Tender shall be typed or written in indelible ink and shall be signed by a person or persons duly authorized to sign on behalf of the Tenderer. All pages of the tender where entries or amendments have been made shall be initialed by the person signing the tender

10.3 The Tender shall contain no alterations or additions, except those to comply with instructions issued by the Employer, or as necessary to correct errors made by the

Tenderer, in which case such corrections shall be initialed by the person signing the Tender.

## D. Submission of Tenders

**11. Sealing and marking of tenders**

11.1 The Tenderer shall access Tender Documents, fill them and submit the Completed Tender Document as stated in Clause 10 through Website of KPP PORTAL itself **(https://kppp.karnataka.gov.in/)** The Signed, Sealed and Scanned Copy of all the Documents as stated in Clause 10 shall be attached to the e – Tender Document, failing which the Bid will not be considered. It is the Responsibility of the Tenderer to submit all the Documents pertaining to Eligibility Criteria / Qualification Information / Design Details with due diligence. All the Pages of the Document shall be serially numbered with an Index for ready reference.

11.2 No Physical Documents shall be considered. Further, the Tenderer shall submit a Hard Copy of the Technical Bid already submitted through KPP Portal within 2 days of Tender Submission through e – Procurement to the Office of the Executive Engineer(Mahalakshmipuram division), 12th Main, 11th Cross, West of chord road,Bangalore-560 086

**12. Deadline for Submission of the Tenders**

12.1 **Tenders must be received by the Employer at the Website Address specified above no later than 15/03/2025 up to 16.00 hrs**. .

12.2 The Employer may extend the Deadline for Submission of Tenders by issuing an Amendment in accordance with Clause 9, in which case all Rights and Obligations of the Employer and the Tenderers previously subject to the Original Deadline will then be subject to the New Deadline.

**13. Late Tenders**

13.1 Any Tenderer trying to submit the Tender after Deadline will not be accepted in the e – Procurement

**14. Modification and Withdrawal of Tenders**

14.1 Tenderers may modify or withdraw their Tenders by giving notice in writing before the deadline prescribed in Clause 12.

14.2 Tenderers may withdraw their Tenders by canceling his Bid on the Website only before the Deadline prescribed in Clause 16.

14.3 No Tender may be modified and withdrawn after the Deadline for Submission of Tenders.

14.4 Withdrawal or Modification of a Tender between the Deadline for Submission of Tenders and the Expiration of the Original Period of Tender Validity specified in Clause 8.1 above or as extended pursuant to Clause 8.2 may result in the Forfeiture of the Earnest Money Deposit pursuant to Clause 9.

14.5 Tenderers may only offer Discounts to, or otherwise modify the Prices of their Tenders by submitting Tender Modifications in accordance with this Clause, or include in the Original Tender Submission.

# E. Tender opening and evaluation

## 15. Tender opening

15.1 The Employer will open all the Tenders received (except those received late), including modifications made pursuant to Clause 14, in the presence of the Tenderers or their representatives who choose to attend at hours on the date and the place specified in Clause 12. In the event of the specified date of Tender opening being declared a holiday for the Employer, the Tenders will be opened at the appointed time and location on the next working day.

15.2 Envelopes marked "**WITHDRAWAL**" shall be opened and read out first. Tenders for which an acceptable notice of withdrawal has been submitted pursuant to Clause 14 shall not be opened. Subsequently all envelopes marked "**MODIFICATION**" shall be opened and the submissions therein read out in appropriate detail.

15.3 The Tenderers' names, the Tender prices, the total amount of each Tender, any discounts, Tender modifications and withdrawals, the presence or absence of Tender security, and such other details as the Employer may consider appropriate, will be announced by the Employer at the opening. No Tender shall be rejected at Tender opening except for the late Tenders pursuant to Clause 13. Tenders [and modifications] sent pursuant to Clause 14 that are not opened and read out at Tender opening will not be considered for further evaluation regardless of circumstances. Late and withdrawn Tenders will be returned un-opened to Tenderers.

15.4 The Employer shall prepare minutes of the Tender opening, including the information disclosed to those present in accordance with Sub-Clause 15.3.

## 16. Process to be confidential

16.1 Information relating to the examination, clarification, evaluation, and comparison of Tenders and recommendations for the award of a contract shall not be disclosed to Tenderers or any other persons not officially concerned with such process until the award to the successful Tenderer has been announced. Any effort by a Tenderer to influence the Employer's processing of Tenders or award decisions may result in the rejection of his Tender.

## 17. Clarification of Tenders

17.1 To assist in the examination, evaluation, and comparison of Tenders, the Employer may, at his discretion, ask any Tenderer for clarification of his Tender, including breakdowns of unit rates. The request for clarification and the response shall be in writing or by cable, but no change in the price or substance of the Tender shall be sought, offered, or permitted except as required to confirm the correction of arithmetic errors discovered by the Employer in the evaluation of the Tenders in accordance with Clause 19.

17.2 Subject to sub-clause 17.1, no Tenderer shall contact the Employer on any matter relating to its Tender from the time of the Tender opening to the time the contract is awarded. If the Tenderer wishes to bring additional information to the notice of the Employer, it should do so in writing.

17.3 Any effort by the Tenderer to influence the Employer in the Employer's Tender evaluation, Tender comparison or contract award decisions may result in the rejection of the Tenderers' Tender.

## 18. Examination of Tenders and determination of responsiveness

18.1 Prior to the detailed evaluation of Tenders, the Employer will determine whether each Tender (a) meets the eligibility criteria defined in Clause 2; (b) has been properly signed; (c) is accompanied by the required earnest money deposit and; (d) is substantially responsive to the requirements of the Tender documents.

18.2 A substantially responsive Tender is one which conforms to all the terms, conditions, and specifications of the Tender documents, without material deviation or reservation. A material deviation or reservation is one (a) which affects in any substantial way the scope, quality, or performance of the Works; (b) which limits in any substantial way, inconsistent with the Tender documents, the Employer's rights or the Tenderer's obligations under the Contract; or (c) whose rectification would affect unfairly the competitive position of other Tenderers presenting substantially responsive Tenders.

18.3 If a Tender is not substantially responsive, it will be rejected by the Employer, and may not subsequently be made responsive by correction or withdrawal of the nonconforming deviation or reservation.

**19. Correction of errors**

19.1 Tenders determined to be substantially responsive will be checked by the Employer for any arithmetic errors. Errors will be corrected by the Employer as follows:
(a) where there is a discrepancy between the rates in figures and in words, the lower of the two will govern; and
(b) where there is a discrepancy between the unit rate and the line item total resulting from
multiplying the unit rate by the quantity, the unit rate as quoted will govern.

19.2 The amount stated in the Tender will be adjusted by the Employer in accordance with the above procedure for the correction of errors and, with the concurrence of the Tenderer, shall be considered as binding upon the Tenderer. If the Tenderer does not accept the corrected amount the Tender will be rejected, and the earnest money deposit may be forfeited in accordance with Sub-Clause 9.6 (b).

**20. Evaluation and comparison of Tenders**

20.1 The Employer will evaluate and compare only the Tenders determined to be substantially responsive in accordance with Clause 18.

20.2 In evaluating the Tenders, the Employer will determine for each Tender the evaluated Tender Price by adjusting the Tender Price as follows:
(a) making any correction for errors pursuant to Clause 19; and
(b) making appropriate adjustments to reflect discounts or other price modifications offered in accordance with Sub Clause 14.5.

20.3 The Employer reserves the right to accept or reject any variation, deviation, or alternative offer. Variations, deviations, and alternative offers and other factors which are in excess of the requirements of the Tender documents or otherwise result in unsolicited benefits for the Employer shall not be taken into account in Tender evaluation.

## F. Award of Contract

**21. Award criteria**

21.1 Subject to Clause 23, the Employer will award the Contract to the Tenderer whose Tender has been determined to be substantially responsive to the Tender documents and who has offered the lowest evaluated Tender Price, provided that such Tenderer has been determined to be (a) eligible in accordance with the provisions of Clause 2, and (b) qualified in accordance with the provisions of Clause 3.

**22. Employer's right to accept any Tender and to reject any or all Tenders**

22.1 Notwithstanding Clause 21, the Employer reserves the right to accept or reject any Tender, and to cancel the Tender process and reject all Tenders, at any time prior to the award of Contract, without thereby incurring any liability to the affected Tenderer or Tenderers or any obligation to inform the affected Tenderer or Tenderers of the grounds for the Employer's action.

**23. Notification of award and signing of Agreement**

23.1 The Tenderer whose Tender has been accepted will be notified of the award by the Employer prior to expiration of the Tender validity period by cable, telex or facsimile confirmed by registered letter. This letter (hereinafter and in the *Conditions of Contract* called the "Letter of Acceptance") will state the sum that the Employer will pay the Contractor in consideration of the execution, completion, and maintenance of the Works by the Contractor as prescribed by the Contract (hereinafter and in the Contract called the "Contract Price").

23.2 The notification of award will constitute the formation of the Contract, subject only to the furnishing of a performance security in accordance with the provisions of Clause 24.

23.3 The Agreement will incorporate all agreements between the Employer and the successful Tenderer. It will be kept ready for signature of the successful Tenderer in the

office of Employer within 30 days following the notification of award along with the Letter of Acceptance. Within 20 days of receipt, the successful Tenderer will sign the Agreement and deliver it to the Employer.

23.4 Upon the furnishing by the successful Tenderer of the Security deposit, the Employer will promptly notify the other Tenderers that their Tenders have been unsuccessful.

**24. Security deposit**

24.1 Within 20 days of receipt of the Letter of Acceptance, the successful Tenderer shall deliver to the Employer a Security deposit in any of the forms given below for an amount equivalent to 5% of the Contract price plus additional security for unbalanced tenders in

- Bank Guarantee in favour of Executive Engineer (Mahalakshmipuram Division), Bangalore-86

24.2 -Deleted-.

24.3 Failure of the successful Tenderer to comply with the requirements of Sub-Clause 24.1 shall constitute sufficient grounds for cancellation of the award and forfeiture of the earnest money deposit.

**25. Corrupt or Fraudulent practices**

25.1 The BBMP requires that the Tenderers/Suppliers/Contractors, observe the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this policy, BBMP :

(a) will reject a proposal for award if it determines that the Tenderer recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question;

(b) will declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded a BBMP contract if it at any time determines that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing, a GOK/BBMP contract.

25.2 Furthermore, Tenderers shall be aware of the provision stated in sub-clause 43.2 of the Conditions of Contract.

## Agreement Form

**Agreement**

This agreement, made the ..... day of .....20....., between.....*[name and address of Employer]* (hereinafter called "the Employer") of the one part and ..... .....*[name and address of contractor]* (hereinafter called "the Contractor") of the other part.

Whereas the Employer is desirous that the Contractor execute ..... .....*[ name and identification number of Contract]* (hereinafter called "the Works") and the Employer has accepted the Tender by the Contractor for the execution and completion of such Works and the remedying of any defects therein at a contract price of Rupees .....

NOW THIS AGREEMENT WITNESSETH as follows:

1. In this Agreement, words and expression shall have the same meanings as are respectively assigned to them in the Conditions of Contract hereinafter referred to, and they shall be deemed to form and be read and construed as part of this Agreement.
2. In consideration of the payments to be made by the Employer to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the Employer to execute and complete the Works and remedy any defects therein in conformity in all aspects with the provisions of the Contract.
3. The Employer hereby covenants to pay the Contractor in consideration of the execution and completion of the Works and the remedying the defects wherein the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.
4. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz:
   i) Letter of Acceptance;
   ii) Notice to proceed with the works;
   iii) Contractor's Tender;
   iv) Contract Data;
   v) Conditions of contract (including Special Conditions of Contract);
   vi) Specifications;
   vii) Bill of Quantities; and
   viii) Any other document listed in the Contract Data as forming part of the contract.

In witness whereof the parties thereto have caused this Agreement to be executed the day and year first before written.

The Common Seal of .....
was hereunto affixed in the presence of:
Signed, Sealed and Delivered by the said .....

in the presence of:
Binding Signature of Employer
.....

Binding Signature of Contractor .....

# SECTION 4:
# CONDITIONS OF CONTRACT

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# Conditions of Contract

## A. General

### 1. Definitions

1.1 Terms which are defined in the Contract Data are not also defined in the Conditions of Contract but keep their defined meanings. Bold letters are used to identify defined terms.

**Bill of Quantities** means the priced and completed Bill of Quantities forming part of the Tender.
**Compensation events** are those defined in Clause 34 hereunder.
The **Completion Date** is the date of completion of the Works as certified by the Employer in accordance with Sub Clause38.1.
The **Contract** is the contract between the Employer and the Contractor to execute, complete and maintain the Works. It consists of the documents listed in Clause 2.3 below.
The **Contract Data** defines the documents and other information which comprise the Contract.
The **Contractor** is a person or corporate body whose Tender to carry out the Works has been accepted by the Employer.
The **Contractor's Tender** is the completed Tender document submitted by the Contractor to the Employer.
The **Contract price** is the price stated in the Letter of Acceptance and thereafter as adjusted in accordance with the provisions of the Contract.
**Days** are calendar days; **months** are calendar months.
A **Defect** is any part of the Works not completed in accordance with the Contract.
The **Defects liability period** is the period named in the Contract Data and calculated from the Completion Date.
The **Employer** is the party who will employ the Contractor to carry out the Works.
**Equipment** is the Contractor's machinery and vehicles brought temporarily to the Site to construct the Works. **(DELETED)**
The **Initial Contract price** is the Contract Price listed in the Employer's Letter of Acceptance.
The **Intended Completion Date** is the date on which it is intended that the Contractor shall complete the Works. The Intended Completion Date is specified in the Contract Data. The Intended Completion Date may be revised only by the Employer by issuing an extension of time.
**Materials** are all supplies, including consumables, used by the contractor for incorporation in the Works.
**Plant** is any integral part of the Works which is to have a mechanical, electrical, electronic or chemical or biological function **(DELETED)**
The **Site** is the area defined as such in the Contract Data.
**Specification** means the Specification of the Works included in the Contract and any modification or addition made or approved by the Employer.
The **Start Date** is given in the Contract Data. It is the date when the Contractor shall commence execution of the works. It does not necessarily coincide with any of the Site Possession Dates.
A **Subcontractor** is a person or corporate body who has a Contract with the Contractor to carry out a part of the work in the Contract which includes work on the Site.
A **Variation** is an instruction given by the Employer which varies the Works.
The **Works** are what the Contract requires the Contractor to construct, install, and turn over to the Employer, as defined in the Contract Data.

### 2. Interpretation

2.1 In interpreting these Conditions of Contract, singular also means plural, male also means female or neuter, and the other way around. Headings have no significance. Words have their normal meaning under the language of the Contract unless specifically defined. The Employer will provide instructions clarifying queries about the Conditions of Contract.

2.2 The documents forming the Contract shall be interpreted in the following order of priority:

(1) Agreement
(2) Letter of Acceptance, notice to proceed with the works
(3) Contractor's Tender
(4) Contract Data
(5) Conditions of Contract
(6) Specifications
(7) Drawings (NOT APPLICABLE)
(8) Bill of quantities and
(9) any other document listed in the Contract Data as forming part of the Contract.

**3. Law governing contract**

3.1 The law governing the Contract is the Laws of India supplanted by the Karnataka Local Acts.

**4. Employer's decisions**

4.1 Except where otherwise specifically stated, the Employer will decide contractual matters between the Employer and the Contractor.

**5. Delegation**

5.1 The Employer may delegate any of his duties and responsibilities to other people after notifying the Contractor and may cancel any delegation after notifying the Contractor.

**6. Communications**

6.1 Communications between parties which are referred to in the conditions are effective only when in writing. A notice shall be effective only when it is delivered (in terms of Indian Contract Act).

**7. Subcontracting**

7.1 Deleted

**8. Other Contractors**

8.1 The Contractor shall cooperate and share the Site with other contractors, public authorities, utilities, and the Employer.

**9. Personnel**

9.1 The Contractor shall employ the technical personnel (of number and qualifications) as may be stipulated by GOK from time to time during the execution of the work. The technical staff so employed shall be available at site as may be stipulated by the Employer.

9.2 If the Employer asks the Contractor to remove a person who is a member of the Contractor's staff or his work force stating the reasons, the Contractor shall ensure that the person leaves the Site within seven days and has no further connection with the work in the Contract.

**10. Employer's and Contractor's risks**

10.1 The Employer carries the risks which this Contract states are Employer's risks, and the Contractor carries the risks which this Contract states are Contractor's risks.

**11. Employer's risks**

11.1 The Employer is responsible for the excepted risks which are (a) in so far as rebellion, riot commotion or disorder or (b) a cause due solely to the design of the Works, other than the Contractor's design.

**12. Contractor's risks**

12.1 All risks of loss of or damage to physical property and of personal injury and death which arise during and in consequence of the performance of the Contract other than the excepted risks are the responsibility of the Contractor.

**13. Queries about the Contract Data**

13.1 The Employer will clarify queries on the Contract Data.

**14. Contractor to construct the Works**

14.1 The Contractor shall construct the Works in accordance with the Specification and Drawings.

**15. The Works to be completed by the Intended Completion Date**

15.1 The Contractor may commence execution of the Works on the Start Date and complete them by the Intended Completion Date.

**16. Safety**

16.1 The Contractor shall be responsible for the safety of all activities on the Site.

**17. Discoveries**

17.1 Anything of historical or other interest or of significant value unexpectedly discovered on the Site is the property of the Employer. The Contractor is to notify the Employer of such discoveries and carry out the Employer's instructions for dealing with them.

**18. Possession of the Site**

18.1 The Employer shall give possession of all parts of the Site to the Contractor. If possession of a part is not given by the date stated in the Contract Data the Employer is deemed to have delayed the start of the relevant activities and this will be Compensation Event.

**19. Access to the Site**

19.1 The Contractor shall allow the Employer and any person authorized by the Employer access to the Site, to any place where work in connection with the Contract is being carried out or is intended to be carried out and to any place where materials or plant are being manufactured / fabricated / assembled for the works.

**20. Instructions**

20.1 The Contractor shall carry out all instructions of the Employer which comply with the applicable laws where the Site is located.

## B. Time Control

**21. Program**

21.1 **Deleted**
21.2 **Deleted**.

**22. Extension of the Intended Completion Date**

22.1 The Employer shall extend the Intended Completion Date if a Compensation Event occurs or a Variation is issued which makes it impossible for Completion to be achieved by the Intended Completion Date.

22.2 The Employer shall decide whether and by how much to extend the Intended Completion Date within 21 days of the Contractor asking the Employer for a decision upon the effect of a Compensation Event or Variation and submitting full supporting information.

**23. Delays ordered by the Employer**

23.1 The Employer may instruct the Contractor to delay the start or progress of any activity within the Works.

**24. Management meetings**

24.1 The Employer may require the Contractor to attend a management meeting. The business of a management meeting shall be to review the progress achieved and the plans for remaining work.

24.2 The responsibility of the parties for actions to be taken is to be decided by the Employer either at the management meeting or after the management meeting and stated in writing to be distributed to all who attended the meeting.

## C. Quality Control

**25. Identifying defects**

25.1 **DELETED**

**26. Tests**

26.1 **DELETED**

**27. Correction of defects**

27.1 **DELETED**

27.2 **DELETED**.

**28. Uncorrected defects**

28.1 **DELETED**

## D. Cost Control

**29. Bill of Quantities (BOQ)**

29.1 The BOQ shall contain items for the construction, installation, testing, and commissioning work to be done by the Contractor.

29.2 The BOQ is used to calculate the Contract Price. The Contractor is paid for the quantity of the work done at the rate in the BOQ for each item

**30. Variations**

30.1 The Employer shall have power to order the Contractor to do any or all of the following as considered necessary or advisable during the progress of the work by him

(a) Increase or decrease of any item of work included in the Bill of Quantities (BOQ);
(b) Omit any item of work;
(c) Change the character or quality or kind of any item of work;
(d) Execute additional items of work of any kind necessary for the completion of the works; and
(e) Change in any specified sequence, methods or timing of service of any part of the work.

30.2 The Contractor shall be bound to carry out the services in accordance with any instructions in this connection, which may be given to him in writing by the Employer and such alteration shall not vitiate or invalidate the contract.

30.3 Variations shall not be made by the Contractor without an order in writing by the Employer, provided that no order in writing shall be required for increase or decrease in the quantity of an item appearing in the BOQ.

30.4 The Contractor shall promptly request in writing to the Employer to confirm verbal orders and the officer issuing oral instructions shall confirm it in writing within 30 days, failing which the work shall be carried out as though there is no variation. In case variation is approved it shall be accompanied by BOQ, failing which the contractor shall be responsible for deviation if any. Further, approval of Govt. / BBMP has to be obtained for the variation exceeding 5%.

**31. Payments for Variations**

31.1 Payment for increase in the quantities of an item in the BOQ up to 25% of that provided in the Bill of Quantities shall be made at the rates/service charge quoted by the Contractor.

31.2 For quantities in excess of 125% of the tendered quantity of an item as given in the BOQ, the Contractor shall be paid at the rate entered in or derived from in the Schedule of Rates (applicable for the area of the work and current at the time of award of contract) plus or minus the overall percentage of the original tendered rates over the current Market Rates prevalent at the time of award of contract.

31.3 If there is no rate for the additional, substituted or altered item of the work in the BOQ, efforts would be made to derive the rates from those given in the BOQ or the Schedule of Rates (applicable for the area of the work and current at the time of award of contract) and if found feasible the payment would be made at the derived rate for the item plus or minus the overall percentage of the original tendered rates over the current Schedule of Rates prevalent at the time of award of contract

31.4 If the rates for additional, substituted or altered item of work cannot be determined either as at 31.1 or 31.2 or 31,3 above, the Contractor shall be requested to submit his quotation for the items supported by analysis of the rate or rates claimed, within 7 days.

31.5 If the Contractor's quotation is determined unreasonable, the Employer may order the Variation and make a change to the Contract Price which shall be based on Employer's own forecast of the effects of the Variation on the Contractor's costs.

31.6 If the Employer decides that the urgency of varying the work would prevent a quotation being given and considered without delaying the work, no quotation shall be given and the Variation shall be treated as a Compensation Event.

31.7 Under no circumstances the Contractor shall suspend the work on the plea of non-settlement of rates for items falling under this Clause.

**32. Submission of bills for payment**

32.1 The Agency shall submit to the Employer monthly/yearly bills of the value of the work completed .

32.2 The Employer shall check the Contractor's bill and determine the value of the Service/Materials which shall comprise of (i) value of the quantities of the items in the BOQ completed and (ii) valuation of Variations and Compensation Events.

32.3 The Employer may exclude any item paid in a previous bill or reduce the proportion of any item previously paid in the light of later information.

**32.4 Payment of ESI & EPF:** The Tenderer will have to enclose the proof / copies of the challans / returns showing payment of statutory deductions like EPF, ESI contributions for the previous month along with monthly bills.

32.5 **Payment of Service Tax**: The Tenderer will have to enclose the proof / copy of the challan / returns showing payment of Service Tax to the Government for the previous month along with monthly bills.

**33. Payments**

33.1 Payments shall be adjusted for deductions for advance payments other than recoveries in terms of contract and taxes, at source, as applicable under the law. The Employer shall pay the Contractor the within 60 days of submission of bill. The contractor shall be liable to pay liquidated damages for shortfall in progress. For progress beyond the agreed programme payment is subject to availability of the grants.

33.2 Items of the Works for which no rate or price has been entered in will not be paid for by the Employer and shall be deemed covered by other rates and prices in the Contract.

**34. Compensation events**

34.1 The following are Compensation events unless they are caused by the Contractor:

(a) The Employer does not give access to a part of the Site by the Site Possession Date stated in the Contract Data.

(b) The Employer orders a delay or does not issue drawings, specifications or instructions required for execution of works on time.

(c) The Employer instructs the Contractor to uncover or to carry out additional tests upon work which is then found to have no Defects.

(d) The Employer gives an instruction for dealing with an unforeseen condition, caused by the Employer, or additional work required for safety or other reasons.
(e) The effect on the Contractor of any of the Employer's Risks.
(f) The Employer unreasonably delays issuing a Certificate of Completion.
(g) Other Compensation Events listed in the Contract Data or mentioned in the Contract.

34.2 If a Compensation Event would cause additional cost or would prevent the work being completed before the Intended Completion Date, the Contract Price shall be increased and/or the Intended Completion Date is extended. The Employer shall decide whether and by how much the Contract Price shall be increased and whether and by how much the Intended Completion Date shall be extended.

34.3 As soon as information demonstrating the effect of each Compensation event upon the Contractor's forecast cost has been provided by the Contractor, it is to be assessed by the Employer and the Contract Price shall be adjusted accordingly. If the Contractor's forecast is deemed unreasonable, the Employer shall adjust the Contract Price based on Employer's own forecast. The Employer will assume that the Contractor will react competently and promptly to the event.

34.4 The Contractor shall not be entitled to compensation to the extent that the Employer's interests are adversely affected by the Contractor not having given early warning or not having cooperated with the Employer.

**35. Tax**

35.1 The rates quoted by the Contractor shall be deemed to be inclusive of the sales and other taxes that the Contractor will have to pay for the performance of this Contract. The Employer will perform such duties in regard to the deduction of such taxes at source as per applicable law.

**36. Liquidated damages**

36.1 The Contractor shall pay liquidated damages to the Employer at the rate per day stated in the Contract Data for each day that the Completion Date is later than the Intended Completion Date. The total amount of liquidated damages shall not exceed the amount defined in the Contract Data. The Employer may deduct liquidated damages from payments due to the Contractor. Payment of liquidated damages does not affect the Contractor's liabilities.

36.2 If the Intended Completion Date is extended after liquidated damages have been paid, the Employer shall correct any overpayment of liquidated damages by the Contractor by adjusting the next payment of bill.

**37. Cost of repairs**

37.1 Loss or damage to the Works or Materials to be incorporated in the Works between the Start Date and the end of the Defects Correction periods shall be remedied by the Contractor at the Contractor's cost if the loss or damage arises from the Contractor's acts or omissions.

## E. Finishing the Contract

**38. Completion**

38.1 The Contractor shall request the Employer to issue a Certificate of Completion of the Works and the Employer will do so upon deciding that the Work is completed.

**39. Taking over**

39.1 The Employer shall take over the Site and the Works within seven days of issuing a certificate of Completion.

**40. Final account**

40.1 The Contractor shall supply to the Employer a detailed account of the total amount that the Contractor considers payable under the Contract before the end of the Defects Liability Period. The Employer shall issue a Defect Liability Certificate and certify any final payment that is due to the Contractor within 90 days of receiving the Contractor's

account if it is correct and complete. If it is not, the Employer shall issue within 90 days a schedule that states the scope of the corrections or additions that are necessary. If the Final Account is still unsatisfactory after it has been resubmitted, the Employer shall decide on the amount payable to the Contractor and make payment within 60 days of receiving the Contractor's revised account.

**41. As built drawings**

41.1 **DELETED**

41.2 **DELETED**

**42. Termination**

42.1 The Employer or the Contractor may terminate the Contract if the other party causes a fundamental breach of the Contract.

42.2 Fundamental breaches of Contract include, but shall not be limited to the following:

(a) the Contractor stops work for 45 days when no stoppage of work is shown on the current Program and the stoppage has not been authorized by the Employer;

(b) Deleted.

(c) The Contractor becomes bankrupt or goes into liquidation other than for a reconstruction or amalgamation;

(d) Deleted.

(e) the Employer gives Notice that failure to correct a particular Defect is a fundamental breach of Contract and the Contractor fails to correct it within a reasonable period of time determined by the Employer;

(f) the Contractor does not maintain a security which is required;

(g) the Contractor has delayed the completion of works by the number of days for which the maximum amount of liquidated damages can be paid as defined in the Contract data; and

(h) if the Contractor, in the judgment of the Employer has engaged in corrupt or fraudulent practices in competing for or in the executing the Contract.
For the purpose of this paragraph : "corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution. "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Borrower, and includes collusive practice among Tenderers (prior to or after Tender submission) designed to establish Tender prices at artificial non-competitive levels and to deprive the Borrower of the benefits of free and open competition."

42.3 When either party to the Contract gives notice of a breach of contract to the Employer for a cause other than those listed under Sub Clause 42.2 above, the Employer shall decide whether the breach is fundamental or not.

42.4 Notwithstanding the above, the Employer may terminate the Contract for convenience.

42.5 If the Contract is terminated the Contractor shall stop work immediately, make the Site safe and secure and leave the Site as soon as reasonably possible.

**43. Payment upon Termination**

43.1 If the Contract is terminated because of a fundamental breach of Contract by the Contractor, the Employer shall prepare bill for the value of the work done less advance payments received up to the date of the bill, less other recoveries due in terms of the contract, less taxes due to be deducted at source as per applicable law and less the percentage to apply to the work not completed as indicated in the Contract Data. Additional Liquidated Damages shall not apply. If the total amount due to the Employer exceeds any payment due to the Contractor the difference shall be a debt payable to the Employer.

43.2 If the Contract is terminated at the Employer's convenience or because of a fundamental breach of Contract by the Employer, the Employer shall prepare bill for the value of the work done, the reasonable cost of removal of Equipment, repatriation of the Contractor's personnel employed solely on the Works, and the Contractor's costs of protecting and securing the Works and less advance payments received up to the date of the certificate, less other recoveries due in terms of the contract, and less taxes due to be deducted at source as per applicable law and make payment accordingly.

**44. Property**

44.1 All materials on the Site, Plant, Equipment, Temporary Works and Works are deemed to be the property of the Employer, if the Contract is terminated because of a Contractor's default.

**45. Release from performance**

45.1 If the Contract is frustrated by any event entirely outside the control of either the Employer or the Contractor the Employer shall certify that the Contract has been frustrated. The Contractor shall make the Site safe and stop work as quickly as possible after receiving this certificate and shall be paid for all work carried out before receiving it and for any work carried out afterwards to which commitment was made.

## F. Special Conditions of Contract

1. **Labour :**

   The Contractor shall, unless otherwise provided in the Contract, make his own arrangements for the engagement of all staff and labour, local or other, and for their payment, housing, feeding and transport.

   The Contractor shall, if required by the Employer, deliver to the Employer a return in detail, in such form and at such intervals as the Employer may prescribe, showing the staff and the numbers of the several classes of labour from time to time employed by the Contractor on the Site and such other information as the Employer may require.

2. **Compliance with labour regulations** :
   During continuance of the contract, the Contractor and his sub-contractors shall abide at all times by all existing labour enactments and rules made there under, regulations, notifications and bye laws of the State or Central Government or local authority and any other labour law (including rules), regulations, bye laws that may be passed or notification that may be issued under any labour law in future either by the State or the Central Government or the local authority. The Contractor shall keep the Employer indemnified in case any action is taken against the Employer by the competent authority on account of contravention of any of the provisions of any Act or rules made there under, regulations or notifications including amendments. If the Employer is caused to pay or reimburse, such amounts as may be necessary to cause or observe, or for non-observance of the provisions stipulated in the notifications/bye laws/Acts/Rules/regulations including amendments, if any, on the part of the Contractor, Employer shall have the right to deduct any money due to the Contractor including his amount of security deposit. The Employer shall also have right to recover from the Contractor any sum required or estimated to be required for making good the loss or damage suffered by the Employer.
   The employees of the Contractor and the Sub-Contractor in no case shall be treated as the employees of the Employer at any point of time.

3 **Protection of Environment:**
   The contractor shall take all reasonable steps to protect the environment on and off the Site and to avoid damage or nuisance to persons or to property of the public or others resulting from pollution, noise or other causes arising as a consequence of his methods of operation. During continuance of the contract, the contractor and his sub-contractors shall abide at all times by all existing enactments on environmental protection and rules made there under, regulations, notifications and bye-laws of the State or Central Government, or local authorities and any other law, bye-law, regulations that may be passed or notification that may be issued in this respect in future by the State or Central Government or the local authority.

4. In the case of the death of a Contractor after executing the agreement / commencement of the work, his legal heir, if an eligible registered Contractor and willing can execute and complete the work at the accepted tender rates irrespective of the cost of the work.

5) Sweeping & Swabbing of floors daily to BBMP Composite PU College, Kamalanagara. This task shall be completed at 8.00 am on every working day of the BBMP Composite PU College ensuring through cleanliness

6) Through cleaning of all toilets of the above buildings shall be done at every one interval on every working day of the office.

7) Removal of cobwebs, dusting and cleaning of doors and windows, furnitures, benches shall be complete by 8.00 on every day.
8) Cleaning of Fans, Furniture, Fixtures, Telephones. Chejjas, once in a 3 days.
9) The terraces of all the building, chejjas, Canopies, plinth slab, staircases, entrance steeps & building premises should be cleaned periodically.
10) The Sanitary lines, blockage within the premises up to manholes should be cleaned with mechanical means or other conventional methods as & whenever blocked.
11) The housekeeping agencies should also monitor leakages in taps, flush tanks, water supply lines & other utility lines.

12) The Cleaning of sump tanks & over head tanks at every month is part of the scope of work. The agency should also maintain cleanliness of all terraces during rainy seasons for effectively working of Rain water harvesting system provided in the building. The agency should give regular feed back about good working rain water harvesting system.

13) On the monthly meeting days & other functions the housekeeping agency should take special care for maintaining cleanliness and also disinfecting of toilets of VVIP's & VIP's & Senior officers.

14) The air fresheners, naphthalene balls, room freshners, mosquito refalent liquid soap, hand towels, plastic mugs & related items shall be provided as per requirement.

15) All housekeeping staffs to be available or till the office working hours from 8 am to 5 pm or till the office working hours closes or as and when required.

16) Any other work allied to the above may also be entrusted from time to time for monitoring cleanings of the premises

17) The Housekeeping agency will be responsible for the maintenance of discipline by the personnel employed by them. In case, the person so deployed by the Contractor is found absent, the BBMP shall have the right to treat such person as 'absent' from duty and deduct the proportionate amount of such person from the bill.

18) The Contractor shall be absolutely responsible and liable for any or all personal injuries or death and/or property damage or losses suffered due to negligence of the Contractor's personnel in their performance of the services required under the contract.

19) **Identification:** The agency shall provide laminated identification card with photograph along with the details of name, age, designation, firms name, etc., to the selected security personnel at his own cost.

**20) MINIMUM WAGES:** The Housekeeping agency shall provide a minimum consolidated payment as per Minimum wages Act in force and any other charges during the period of contract to its Housekeeping labours.

**21) RESPONSIBILITY**: The Agency shall be responsible for all the provisions regarding license, welfare and health, Procedures, maintenance of various records and registers etc., as provided under the Contract Labour (Regulation & Abolition) Act 1970 and also under the order issued by the Government of Karnataka there under. For its noncompliance, the agency shall be responsible for penalties levied by the appropriate authority under various the Acts.

**22) EMPLOYMENT:** The Housekeeping staff deployed on duty at designated locations by the agency as per the contract agreement shall be in the employment of Housekeeping agency only and shall have no right to claim any employment in BBMP for whatsoever reason

## 23 BREACH OF TERMS AND CONTRACT

The following acts on the part of the Service provider will constitute breach of contract:

a. Failure to deploy the required number of employees within the prescribed time limit.

b. Failure to make/submit details/proof of payments, EPF, ESI and other statutory remittances in respect of any of the personnel deployed by the Service provider within the prescribed time limit.

c. Deduction from the remuneration payable to the personnel deployed, of any amount not being any statutory levy or contribution, and collection of any amount either directly or indirectly from the personnel deployed as commission or fee or any other amount either before their deployment or any time during their deployment in the Department.

d. Failure to submit the relevant documents/registers pertaining to the personnel deployed.

e. Deficiency in service, like not replacing the employees in place of absentees, under-performers, persons suspected of carrying out fraudulent transactions etc. whenever such requests are made by the Department.

24. It is open to the Department to initiate the following penal actions against the service provider on breach of any of the above terms:

a. At first instance to issue warning notice clearly narrating the incident of breach asking the Service provider to submit its explanation and the action the Service provider is proposing to avoid repetition of such incident.

b. This does not preclude the Department from recovery of the directly attributable losses on account of the actions of an employee of the Service provider from any available legal options including forfeiture of security deposit.

30. The successful Bidder/Service provider shall have an established office in Bangalore. The Service provider shall furnish the address of such office with particulars of telephone number and Email

## SECTION 5: CONTRACT DATA

**Items marked "N/A" do not apply in this Contract.**

The following documents are also part of the Contract:
**Clause Reference**

The Employer is :

Name: **The Commissioner** [1.1]

Address: **Bruhat Bangalore Mahanagara Palike**
**N.R.Square, Bangalore - 560002**

Name of authorized Representative: **Executive Engineer (Mahalakshmipuram Division)**
**Bruhat Bangalore Mahanagara Palike**
**Bangalore-560 086**

The name and identification number of the Contract is **No.**
**EE/MLP/TEND/E-PROC/13/2024-25**
**Date:** 28/02/2025
Providing housekeeping and security services to Sri. Atal Bihari Vajpayee Govt. Model Higher primary school in ward no-53 (102) Vrushabhvathinagara

## SECTION 6
## SPECIFICATIONS

a) Sweeping & Swabbing of floors daily of all building. This task shall be completed at 9.00 am on every working day of the offices ensuring through cleanliness
b) Through cleaning of all toilets of the above Sri Atal Bihari Vajapeyi Govt. Model Higher Primary School shall be done at every one interval on every working day of the office.
c) The garbage shall be segregate at source as wet & dry and dumped at segregation point in a respective garbage bins, & this task shall be completed by 8.00 am on every working day.
d) Removal of cobwebs, dusting and cleaning of doors and windows, furniture's shall be complete by 8.00 am on every day.
e) Cleaning of Fans, Furniture, Fixtures, Telephones. Chejjas, once in a 15 days.
f) The terraces of all the building, chejjas, Canopies, plinth slab, staircases, entrance steeps & building premises should be cleaned periodically.
g) The Sanitary lines, blockage within the premises up to manholes should be cleaned with mechanical means or other conventional methods as & whenever blocked.
h) The housekeeping agencies should also monitor leakages in taps, flush tanks, water supply lines & other utility lines.
i) The Cleaning of sump tanks & over head tanks at every month is part of the scope of work. The agency should also maintain cleanliness of all terraces during rainy seasons

for effectively working of Rain water harvesting system provided in the building. The

agency should give regular feed back about good working rain water harvesting system.

j) On the monthly meeting days & other functions the housekeeping agency should take special care for maintaining cleanliness and also disinfecting of toilets of VVIP's & VIP's & Senior officers.

k) The air fresheners, naphthalene balls, room freshners, mosquito refalent liquid soap, hand towels, plastic mugs & related items shall be provided as per requirement.

l) All housekeeping staffs to be available or till the office working hours from 8 am to 6 pm or till the office working hours closes or as and when required.

m) Any other work allied to the above may also be entrusted from time to time for monitoring cleanings of the premises

n) Speaking Knowledge of Kannada & Hindi

o) The Housekeeping agency will be responsible for the maintenance of discipline by the personnel employed by them. In case, the person so deployed by the Contractor is found absent, the BBMP shall have the right to treat such person as 'absent' from duty and deduct the proportionate amount of such person from the bill.

p) The Contractor shall be absolutely responsible and liable for any or all personal injuries or death and/or property damage or losses suffered due to negligence of the Contractor's personnel in their performance of the services required under the contract.

q) The bid must be accompanied by the Audited Annual Reports of the Bidder of the last 5 (five) completed financial years, preceding the year in which the Bid is made. Last 5 year turnover certificate (with UDIN No) signed & sealed by the Associated Chartered Accountant, membership no. of CA should also be mentioned under his name.

**r) Identification:** The agency shall provide laminated identification card with photograph along with the details of name, age, designation, firms name, etc., to the selected security personnel at his own cost.

**s) MINIMUM WAGES:** The Housekeeping agency shall provide a minimum consolidated payment as per Minimum wages Act in force and any other charges during the period of contract to its Housekeeping labours.

t) **RESPONSIBILITY:** The Agency shall be responsible for all the provisions regarding license, welfare and health, procedures, maintenance of various records and registers etc., as provided under the Contract Labour (Regulation & Abolition) Act 1970 and also under the order issued by the Government of Karnataka there under. For its non-compliance, the agency shall be responsible for penalties levied by the appropriate authority under various the Acts.

u) **EMPLOYMENT:** The Housekeeping staff deployed on duty at designated locations by the agency as per the contract agreement shall be in the employment of Housekeeping agency only and shall have no right to claim any employment in BBMP for whatsoever reason.

**APPENDIX Certificate for financial capability of the Bidder**

**(On the letterhead of Statutory Auditor/ Chatered Accountant)**

**Date:**

**We have verified the relevant statutory and other records of M/s [ Name of the Bidder], and certify the following:**

**(In Rs)**

| | |
|---|---|
| Net worth in the latest complete financial year preceding the Bid Due Date | |
| Average Annual Turnover of the past three Financial years preceding the Bid due Date | |

Signature and Seal and Registration number of Statutory Auditor

## SECTION 7: DRAWINGS

Not Applicable

## SECTION 8

## Part - A
## Technical Bid Document

| Sl. No | Eligibility Criteria | Points | Remarks |
|---|---|---|---|
| 1 | Labour Registration Certificate issued for Human Resources | 10 | |
| 2 | Annual Turnover of Past 5 Years (2019-20 to 2023-24) of Rs. 120.00 Lakhs | 15 | |
| 3 | Work done certificate of similar nature of services with an minimum of Rs. 30.00 Lakhs of last 3years | 15 | |
| 4 | Workdone certificate with minimum quantity of Housekeeping of 100 Nos of last 3years | 15 | |
| 5 | ESI Registration Certificate with field returns | 10 | |
| 6 | EPF Registration Certificate with field returns | 10 | |
| 7 | GST Registration Certificate with field returns | 10 | |
| 8 | Civil Registered license | 5 | |
| 9 | Liquid assets and /or availability of credit facilities of no less than Rs.20.00 Lakhs (Credit lines/ letter of credit/ certificates from banks for meeting the fund requirement etc. (usually the equivalent of the estimated cash flow for three months in the peak construction period) | 10 | |
| | Total | 100.00 | |

**Note:-**

1. Before submission of online bids, bidders must ensure that scanned copies of all the necessary documents to be attested by **Notary officer** should be attached with bid.
2. Bidder should qualify with minimum of 75 points less than that bidder will be rejected.

## Part – B
## Financial Bid Documents

Name of the Work: Providing housekeeping and security services to Sri. Atal Bihari Vajpayee Govt. Model Higher primary school in ward no-53 (102) Vrushabhvathinagara

Tender Notification No: **. EE/MLP/TEND/E-PROC/13/2024-25 Date:** 28/02/2025

BILL OF QUANTITIES (BOQ)

| Sl no | Description | Unit | Qty / annum | Contractors to be Quoted | | |
|---|---|---|---|---|---|---|
| | | | | Monthly salary (as per labour department minimum wages act & Inclusive of all taxes and Service tax) | | TOTAL |
| | | | | In Figure | In words | |
| 1 | Providing Security Guards as per labour dept norms | No | 121.00 | | | |
| 2 | Providing Toilet Cleaners as per labour norms | No | 22.00 | | | |
| 3 | Providing House Keeping as per labour norms | No | 66.00 | | | |
| | **TOTAL (A)** | | | | | |
| | **MATERIALS** | | | | | |
| **Sl No** | **Item Name** | **Unit** | **Qty/ Annum** | **Rates** | | **Total** |
| 1 | Soap Oil 5 Ltrs | Ltrs | 165.00 | | | |
| 2 | Urinals Cakes | Nos | 88.00 | | | |
| 3 | Phenyl Liquid 5 ltrs | Ltrs | 220.00 | | | |
| 4 | Air Freshener Cakes 50gm | Nos | 165.00 | | | |
| 5 | Naphthalene Balls | Nos | 99.00 | | | |
| 6 | Plastic Dust Bin Cover | Nos | 88.00 | | | |

| | | | | | |
|---|---|---|---|---|---|
| | 15 pc | | | | |
| 7 | Mop Stick With Cloth | Nos | 88.00 | | |
| 8 | Soft Brooms | Nos | 88.00 | | |
| 9 | Harpick Liquid (500 Ml) | Nos | 220.00 | | |
| 10 | Nylon Scrubber | Nos | 88.00 | | |
| 11 | Toilet Cleaning Brush | Nos | 88.00 | | |
| 12 | Liquid Hand Wash 250ml | Nos | 110.00 | | |
| 13 | Plastic Buckets 25 ltrs | Nos | 88.00 | | |
| 14 | Plastic Mug | Nos | 88.00 | | |
| 15 | Colin Glass Cleaner Liqid (500ml) | Nos | 132.00 | | |
| 16 | Scotch-Brite Floor Cleaner Squeegeer Wiper-With Telescopic handle | Nos | 55.00 | | |
| 17 | Door mats (Rubber Mats) | Nos | 55.00 | | |
| | | | | **TOTAL (B)** | |
| | | | | **GRAND TOTAL (A+B)** | |

**Note:**

(1) Bidder should quote total amount in KPP -portal which includes Labour charges and materials.

(2) Bidder should quote Labour Charges as per 2024-25 minimum wages act.

CONTRACTOR

EXECUTIVE ENGINEER
Mahalakshmipuram Division,
B.B.M.P

## SECTION 9: FORMAT OF BANK GUARANTEE FOR SECURITY DEPOSIT

To: Executive Engineer, Mahalakshmipuram division
Bruhat Bangalore Mahanagara Palike
Bangalore - 560086

WHEREAS _____ *[name and address of Contractor]* (hereinafter called "the Contractor") has undertaken, in pursuance of Contract No. _____ dated _____ to execute _____ *[name of Contract and brief description of Works]* (hereinafter called "the Contract");

AND WHEREAS it has been stipulated by you in the said Contract that the Contractor shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security for compliance with his obligations in accordance with the Contract;

AND WHEREAS we have agreed to give the Contractor such a Bank Guarantee;

NOW THEREFORE we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Contractor, up to a total of Rs._____ *[amount of guarantee]*[1] Rupees_____*[in words]*, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of _____ *[amount of guarantee]*[2] as aforesaid without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the Contractor before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the Contract or of the Works to be performed there under or of any of the Contract documents which may be made between you and the Contractor shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition or modification.

This guarantee shall be valid until 30 days from the date of expiry of the Defects Liability Period.

Signature and seal of the guarantor _____
Name of Bank _____
Address _____
Date _____

[1] An amount shall be inserted by the Guarantor, representing the percentage of the Contract Price specified in the Contract

[2]